

Order Form for Early Learning Resources Booklets


School Name : _____

School's Sub BU Code (only applicable for MOE schools for e-invoice): _____

Contact Person : _____ Designation: _____

Contact No. : _____ (HP) _____ (O) Email : _____

Mailing Address : _____

Description	No. of Sets (*Min 10 sets)	Unit Price (S\$)
Early Learning Resources Booklets Each set contains the following 3 booklets with gallery maps in a zip folder: 1. "ABC: Early Learning at the National Museum" 2. "123: Early Learning at the National Museum" 3. "Colours: Early Learning at the National Museum" 		\$5 per set

**Purchase of less than 10 sets can be done at the NMS Museum Label Shop, retailing at S\$8 per set.*

Please indicate your preferred mode of delivery/collection. Collection is only available after the museum's acknowledgment/receipt of full payment and by prior arrangement via email through nhb_nm_schools@nhb.gov.sg, during weekdays from 10am – 6pm.

I would like TWO sets to be mailed to my school (complimentary postage), within 2 weeks of the museum's acknowledgment/receipt of full payment. I will self-collect the remaining sets.

I would like to self-collect ALL sets.

Please read through the following terms and conditions before endorsing this form below, and email the scanned copy to nhb_nm_schools@nhb.gov.sg to submit your order.

1. Schools can make payment via bank transfer, Paynow or Cheque. Payment instructions will be sent via email upon receipt and confirmation of your order by the National Museum of Singapore, an institution of the National Heritage Board ("NHB"). There will be no refunds once payment is received.
2. Please allow at least ONE month for your order to be processed. The Early Learning Resources booklets can only be delivered/collected after NHB's acknowledgement/receipt of the school's payment, as set out above.
3. The Early Learning Resources booklets have been designed for use at the National Museum of Singapore, as facilitated by a teacher/parent. Please note that NHB does not provide any facilitators at the National Museum of Singapore.
4. The school shall be fully responsible for any injury, loss or damage due to careless or other actions on the part of the teacher(s)/student(s) under their charge in relation to their visit at the National Museum of Singapore or use of the Early Learning Resources booklets, and NHB does not accept any liability in this regard.
5. Please email nhb_nm_hospitality@nhb.gov.sg to notify NHB at least ONE month prior to your school's intended visit if the group size is larger than 20 pax. Appointments are necessary for all group visits of more than 20 students, even if the visit is a self-guided tour to use the Early Learning Resources booklets.
6. Admission to NMS permanent galleries is free for students and teachers who are Singaporeans / PRs, as well as accompanying non-local teachers from MOE Kindergartens, Pre-School Anchor Operators and schools under NHB International Membership Scheme.
7. I also agree that the National Heritage Board may collect, use and disclose my personal data, as provided in this form, for the purposes of processing this order form and related administrative arrangements. Please write to nhb_nm_schools@nhb.gov.sg for any queries or to withdraw consent to the collection, use and disclosure of your personal data.

By signing this form, I confirm that I have read, understood and accept the above terms and conditions.

Signature: _____

For and on behalf of _____ (School Name)

Date: _____

School Stamp: _____

Updated on 29 November 2018